

Job Title: Shiremanstown Borough Manager

Location: Borough of Shiremanstown, Cumberland County, Pennsylvania

Job Type: Part-Time (25-30 hours weekly); Hourly

Schedule: 6 hours per day, Monday – Friday (exact times vary), with occasional weekend availability required.

Wages: \$21.00- \$25.00 per hour, depending on experience

Reports To: Shiremanstown Borough Council

Job Summary:

The Borough Manager serves as the chief administrative officer for Shiremanstown Borough and is responsible for the day-to-day administration of Borough operations. The position works under the direction of the Borough Council and performs administrative, financial, zoning, records management, public service, project coordination and employee supervision duties.

The position requires regular interaction with the Borough Council, boards and commissions, Borough employees, residents, consultants, contractors, vendors, regulatory agencies, and the general public. The Borough Manager is expected to exercise sound judgment, maintain accurate records, communicate professionally, protect confidential information, and support the efficient operation of Borough services.

Essential Duties and Responsibilities

The Borough Manager is responsible for performing a broad range of administrative, operational, financial, zoning, records, and public service duties, including but not limited to the following:

- Serve as Borough Secretary, including preparation and maintenance of official records, meeting agendas, minutes, correspondence, ordinances, resolutions, reports and related Borough documents.
- Serve as secretary to the Planning Commission and the Zoning Hearing Board, attend all meetings, prepare and maintain records and coordinate related administrative matters.
- Serve as Borough Zoning Officer, including administration of zoning applications, permits, zoning records and related communications.
- Serve as the Borough's Open Records Officer in accordance with Pennsylvania's Right-to-Know law.
- Supervise and direct Borough employees and oversee daily municipal operations.

- Assist Borough Council with budget administration, financial planning, financial tracking, and related reporting.
- Identify, prepare, manage, and administer grants; track grant requirements, coordinate project implementation and reporting on behalf of the Borough.
- Oversee and coordinate capital projects and other Borough projects as assigned by Borough Council.
- Respond to residents' concerns/inquires and assist in resolving service-related issues and provide recommendations regarding municipal operations, policies, and projects in a timely manner.
- Provide recommendations to Borough Council regarding municipal operations, policies, services, projects, and administrative procedures.
- Coordinate scheduling and use of the Borough building including meetings and approved community use.
- Coordinate website updates, public notices, community event information and other Borough communications.
- Process and coordinate Borough permits and administrative requests, including solicitation permits and other local permits, as applicable.
- Oversee park maintenance coordination and provide an annual report to Borough Council, including documentation of playgrounds and safety surfacing, trails, sidewalks, ADA accessibility features, lighting, signage, structures, athletic fields, and recreational amenities.
- Coordinate at least one formal annual park inspection and assist with follow-up actions, maintenance planning, and related reporting.
- Clearly and informatively communicate in writing and verbally; ensure correct spelling and grammar in communications; present numerical data effectively and read and interpret information accurately.
- Establish and maintain effective working relationships with Borough Council, boards and commissions, employees, residents, contractors, consultants, regulatory agencies and the general public.
- Perform additional duties as assigned by the Borough Council consistent with Borough ordinances and applicable law.

Minimum Qualifications

- High School diploma or GED
- Valid Pennsylvania driver's license and acceptable driving record

- Minimum of 3 years of progressively responsible experience in municipal administration, local government, zoning administration, planning, finance, grant administration, business management, office administration, or a related field.
- Strong verbal and written communication skills.
- Demonstrated strong organizational, customer service, problem-solving and follow-through skills.
- High degree of proficiency in Microsoft Office Suite (e.g. Word, Excel, Publisher and other office/management computer software).
- Working knowledge of the Pennsylvania Borough Code, Municipalities Planning Code, Right-to-Know Law, Sunshine Act, and other applicable local government laws and regulations.
- Knowledge of budget preparations, meeting agendas, minutes, reports, correspondence, presentations, grant administration, finance and official municipal documents using Microsoft Office applications, as well as other communication needs.
- Demonstrated ability to manage multiple projects, establish priorities, and meet deadlines while maintaining a high degree of accuracy and confidentiality.
- Successful completion and possession of all licenses, certifications, registrations, or credentials required for the position.

Preferred Licenses and Certifications

- Current certification in CPR and First Aid, or the ability to obtain certification within a specified period following employment
- Certification through the Pennsylvania State Association of Boroughs (PSAB) Certified Borough Official (CBO) Program
- Pennsylvania Municipal Planning Education Institute (PMPEI) Zoning Officer Certification
- Grant writing and grant administration training or certification
- FEMA Incident Command System certifications (IS-100, IS-200, IS-700, and IS-800) are desirable.

Conditions of Employment

- The employee must comply with all Shiremanstown Borough policies, procedures, rules, and regulations.
- The selected candidate must successfully complete all required pre-employment screenings, which may include criminal history background checks, PA Child Abuse History Clearance, reference checks, employment verification, driving record checks, and any other job-related screenings deemed necessary for the position and permitted by law.

- The position is subject to drug and alcohol testing in accordance with Shiremanstown Borough policy, applicable collective bargaining agreements, and federal, state, and local laws and regulations.
- The employee must maintain all licenses, certifications, registrations, credentials, employment eligibility requirements, and other qualifications required for the position.

Physical Requirements

The position generally requires the ability to work in an office environment, sit or stand for extended periods, move throughout the office and Borough facilities, operate a computer and standard office equipment, communicate effectively, review written and electronic documents, and occasionally lift, bend, carry materials, or visit Borough properties, parks, facilities, or project sites.

The Borough will provide reasonable accommodation in accordance with applicable law. The employee must be able to perform the essential functions of the position, with or without reasonable accommodation.

Work Schedule and Availability

- This is a part-time, hourly position expected to work approximately 25 to 30 hours per week. The regular work schedule is established by Borough Council based on operational needs. This is an on-site position and is not eligible for remote or work-from-home arrangements.
- The position requires attendance at Borough Council meetings, Planning Commission meetings, Zoning Hearing Board meetings, and other meetings as assigned. Evening hours are required. The employee may be required to work beyond the regular schedule, including evenings, weekends, holidays, or emergency situations, as necessary to meet Borough operational needs.

How to Apply

- Qualified candidates should submit a résumé and cover letter to:
- e-mail: **shiremanstownboro@comcast.net**
- Mail to: Borough of Shiremanstown
Attn: Borough Council
1 Park Lane, Shiremanstown, PA 17011

The Shiremanstown Borough is an Equal Opportunity Employer and is committed to providing equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.